

**STATE OF HAWAII
STATE PROCUREMENT OFFICE**

SPO Price List No. 04-20
Includes Change Nos. 1 and 2
Revised August 6, 2004

Computer Training Classes for State Employees on Oahu
(IFB-04-042-O)
April 1, 2004 to March 31, 2005

STATE'S COMMITMENT. Agencies of the following purchasing jurisdictions are required to purchase from this price list:

| | |
|----------------------------|--------------------------|
| Executive Branch | House of Representatives |
| Department of Education | Senate |
| Office of Hawaiian Affairs | Judiciary |

A purchasing jurisdiction may elect not to extend its commitment to this contract beyond the initial contract term. Further, a purchasing jurisdiction not participating in the contract may, at the earliest, commit to the contract at the inception of a contract extension period, if any.

EXCEPTION TO THE PRICE LIST. When the use of the price list is not suited to an agency's purpose, the appropriate purchasing jurisdiction may grant an exception to purchase outside of the price list. For this purpose, Executive Branch agencies shall use SPO Form-5, "Request for Authorization to Purchase Outside of the Price List", available on the SPO Website, www.spo.hawaii.gov; click on "Forms for State Agencies" in the Hawaii Public Procurement Code, Chapter 103D, HRS, menu.

POINT OF CONTACT. Questions regarding the services listed herein, ordering, pricing, and status should be directed to the vendor.

Course related questions:

| | | |
|--------------|------------------------|------------------|
| Mark Epstein | Telephone No. 587-1058 | Fax No. 587-1107 |
| Jane Uyetake | Telephone No. 587-1063 | Fax No. 587-1107 |

Procurement questions or complaints may be directed as follows:

| Jurisdiction | Name | Telephone | FAX | E-mail |
|--------------|----------------------------------|----------------------|----------------------|--|
| Executive | Alvin Washiashi | 586-0571 | 586-0570 | alvin.washiashi@hawaii.gov |
| DOE | DOE Procurement Staff | 675-0130 | 675-0133 | Connie_Chun/PROCURE/HIDOE@notes.k12.hi.us |
| OHA | Ernest Kimoto Shirley Okamoto | 594-1954 594-1826 | 594-1865 594-1865 | ErnieK@capitol.hawaii.gov |
| House | Patricia Mau Shimizu | 586-6400 | 586-6401 | adele@capitol.hawaii.gov |
| Senate | Paul T. Kawaguchi | 586-6720 | 586-6719 | senclk@capitol.hawaii.gov |
| | Carol Taniguchi | 586-6720 | 586-6719 | taniguchi@capitol.hawaii.gov |
| | Deborah Aki | 586-6765 | 586-7229 | wikander@capitol.hawaii.gov |
| Judiciary | Newton Sakamoto | 538-5805 | 538-5802 | newtonsakamoto@courts.state.hi.us |

USE OF PRICE LIST BY NONPROFIT ORGANIZATIONS

Pursuant to §103D-804, HRS, nonprofit organizations with current purchase of service contract(s) (Chapter 103F, HRS) have been invited to participate in SPO price lists.

If a nonprofit organization (hereinafter called "nonprofit") wishes to purchase from a SPO price list, the nonprofit must obtain approval from each price list vendor, i.e., participation must be mutually agreed upon. If a nonprofit and price list vendor mutually agrees to this arrangement, it is understood that the vendor is required to extend to the nonprofit, the exact terms and conditions, including price(s), of the price list and not a portion of the price list agreement. However, the nonprofit will retain its right to purchase from other than a price list vendor.

A price list vendor may choose to deny a nonprofit participation in the price list. If this occurs, but the vendor wishes to offer an alternative proposal, it is understood and agreed that the proposal and subsequent agreement between the vendor and the nonprofit shall be independent of this price list agreement.

At the time of award, the SPO will inform vendor(s) as to which nonprofits are interested in participating.

VENDORS: CTA
550 Paiea Street
Honolulu, Hawaii 96819
Phone No.: (808) 356-5432
Facsimile No.: (808) 356-5449
Contact: Joel Tomyl

Training Locations:

ICSD Training Lab
Capitol Center Building
1177 Alakea Street, Room 303
Honolulu, Hawaii 96813 Telephone: (808) 586-1799

CTA
Airport Trade Center
550 Paiea Street, Suite 222
Honolulu, Hawaii 96819 Telephone: (808) 839-1200

VENDOR CODES for annotation on purchase orders are obtainable from the "Alphabetical Vendor Edit Table Report" available at your department's fiscal office. **Agencies are cautioned that the remittance address on an invoice may be different from the address of the vendor code annotated on the purchase order.** Therefore, when processing an invoice for payment, be sure that the correct vendor code is used.

UNIT PRICES include all applicable taxes, services, materials, supplies, equipment and any other incidentals and operation expenses incurred to provide services specified.

REGISTRATION AND PURCHASE ORDER PROCEDURES. Agencies shall handle registration and purchase order procedures as established by the Department of Human Resources Development, Training Branch.

"**SPO PL No. 04-20**" must be typed on purchase orders issued against this price list.

PRICE LIST AVAILABLE ON THE INTERNET. The price list is available at the SPO website:
www.spo.hawaii.gov.

/s/ Ruth E. Yamaguchi
Procurement Officer

COURSES AVAILABLE AT STATE FACILITIES*

| <u>Course</u> | <u>Course Fee</u> | <u>Course</u> | <u>Course Fee</u> |
|--------------------------|-------------------|-----------------------------------|-------------------|
| 1. Windows 98 | | 9. Microsoft Power Point 97 | |
| Introduction | \$35.00 | Introduction | \$35.00 |
| Intermediate | \$35.00 | Intermediate | \$35.00 |
| Advanced | \$35.00 | Advance | \$35.00 |
| 2. Windows 2000 | | 10. Microsoft Power Point 2000 | |
| Introduction | \$35.00 | Introduction | \$35.00 |
| Intermediate | \$35.00 | Intermediate | \$35.00 |
| Advanced | \$35.00 | Advance | \$35.00 |
| 3. Microsoft Word 97 | | 11. Microsoft Outlook 2000 | |
| Introduction | \$35.00 | (At Contractor's facilities only. | |
| Intermediate | \$35.00 | Refer to Item No. 31.) | |
| Advanced | \$35.00 | | |
| 4. Microsoft Word 2000 | | 12. Lotus Notes R5 | |
| Introduction | \$35.00 | Introduction | |
| Intermediate | \$35.00 | Intermediate | |
| Advanced | \$35.00 | (At Contractor's facilities only. | |
| | | Refer to Item No. 32.) | |
| 5. Microsoft Excel 97 | | 13. Lotus Notes R6 | |
| Introduction | \$35.00 | Introduction | |
| Intermediate | \$35.00 | Intermediate | |
| Advanced | \$35.00 | (At Contractor's facilities only. | |
| | | Refer to Item No. 33.) | |
| 6. Microsoft Excel 2000 | | 14. Internet Explorer 5.0 | \$35.00 |
| Introduction | \$35.00 | | |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |
| 7. Microsoft Access 97 | | 15. Internet Explorer 6.0 | \$35.00 |
| Introduction | \$35.00 | | |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |
| 8. Microsoft Access 2000 | | 16. Using HTML to Create | |
| Introduction | \$35.00 | Web Pages | \$35.00 |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |

*The Contractor will provide their training facility when the State's provided facility is not available for the performance of the above courses per the above prices.

COURSES AVAILABLE ONLY AT CONTRACTOR'S FACILITIES

| <u>Course</u> | <u>Course Fee</u> | <u>Course</u> | <u>Course Fee</u> |
|------------------------------|-------------------|-----------------------------------|-------------------|
| 17. Windows NT 4.0 | | 26. Photoshop for the Web | \$35.00 |
| Introduction | \$35.00 | | |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |
| 18. Windows XP | | 27. Dream Weaver I | |
| Introduction | \$35.00 | Designing Websites | \$35.00 |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |
| 19. Microsoft Word XP | | 28. Dream Weaver II | |
| Introduction | \$35.00 | Maintaining Websites | \$35.00 |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |
| 20. Microsoft Excel XP | | 29. Front Page | |
| Introduction | \$35.00 | Designing Web Pages | \$35.00 |
| Intermediate | \$35.00 | Managing Web Pages | \$35.00 |
| Advanced | \$35.00 | | |
| 21. Microsoft Access XP | | 30. Adobe Acrobat | |
| Introduction | \$35.00 | Working with PDF Files | \$35.00 |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |
| 22. Microsoft Power Point XP | | 31. Microsoft Outlook 2000 | \$35.00 |
| Introduction | \$35.00 | | |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |
| 23. Microsoft Outlook XP | \$35.00 | 32. Lotus Notes R5 | |
| | | Introduction | \$35.00 |
| | | Intermediate | \$35.00 |
| 24. Microsoft Project | | 33. Lotus Notes R6 | |
| Planning a Project | \$35.00 | Introduction | \$35.00 |
| Managing a Project | \$35.00 | Intermediate | \$35.00 |
| 25. Photoshop | | | |
| Introduction | \$35.00 | | |
| Intermediate | \$35.00 | | |
| Advanced | \$35.00 | | |

INTERNET BASED COURSES

| <u>Course</u> | <u>Course Fee</u> | <u>Course</u> | <u>Course Fee</u> |
|---|-------------------|--|-------------------|
| 34. Windows 2000 Introduction | \$25.00 | 42. Microsoft Power Point 2000 Introduction | \$25.00 |
| 35. Windows XP Introduction | \$25.00 | 43. Microsoft Power Point XP Introduction | \$25.00 |
| 36. Microsoft Word 2000 Introduction | \$25.00 | 44. Internet Explorer 5.0 Introduction | \$25.00 |
| 37. Microsoft Word XP Introduction | \$25.00 | | |
| 38. Microsoft Excel 2000 Introduction | \$25.00 | | |
| 39. Microsoft Excel XP Introduction | \$25.00 | | |
| 40. Microsoft Access 2000 Introduction | \$25.00 | | |
| 41. Microsoft Access XP Introduction | \$25.00 | | |

DEFINITIONS

(INTRO)DUCTION—Fundamental terms and concepts of the software to enable the user to use the software for practical everyday needs.

(INTER)MEDIATE—Higher level of terms and concepts of the software to enable the user to make greater use of the capabilities of the software.

(ADVANCE)-- Highest level of terms and concepts of the software to enable the user to make the best and highest use of the software and to maximize user's productivity.